The New Preaward Survey - Supplier Risk Management Prior to Award

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Module 5
Risk Documentation
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DCMA
Defense Contract Management Agency

Risk Documentation

MODULE 5 topics:

- Overview Risk Documentation . . .
- Documenting Informal Preaward Surveys . . .
- Uploading Formal & Informal Surveys . . .
- Exercise. . .

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THINK SIS/PASS!

- DCMA personnel will use the SIS/PASS Client Software to document and track Preaward Surveys (Formal & Informals).
  - PASS/SIS will become the single automated entry method for Preaward Survey data.
  - DIRAMS will be discontinued when new Oracle Cube is established. Continue to use DIRAMS until further notice.
- Risk information will be supplied in the narrative portion of each report/form.
- PSM prepares final report

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- **CAGE/DUNS** - Use the following web sites to find CAGE/DUNS:
  - CCR (DUNS) – www.ccr.gov
  - DLIS: http://www.dlis.dla.mil/cage_welcome.asp
  - Dun & Bradstreet: www.dnb.com
- Do not delay upload of report when CAGE/DUNS not available
- Preaward Survey Manager will periodically review database and supply CAGE/DUNS at a later date.
- Preaward Survey Manager will be responsible for periodically reviewing the SIS/PASS database to assure it is current, complete and accurate.

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Informal Surveys Data Entry

1. Open SIS/PASS client software –

! DO NOT go to the SIS web site to complete the 1403!

2. Create a new SF 1403 (can do while customer on phone!)
3. “Generate” Serial number
4. Change or input 12th Position to “I” (Capital “eye”)
5. ID surveying activity – self (Should be auto-filled)
6. Solicitation No. should be filled with “INFORMAL”
7. Total Offered Price – Enter Dollar Value of Solicitation
8. If not a solicitation – enter value 00.00
9. Type of contract – enter Other
10. Enter CAGE/DUNS

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Informal Surveys Data Entry (continued)

12. Enter Date of this Request
13. Go to Block 16 - Contact Point at Requesting Activity – Enter Name, Phone, DoDAAC, Email Address
14. Enter National Stock Number (if available)
15. Enter Item Name/Service & Quantity
16. Block 20H - Automatically checked and titled "Informal" (required for upload).
17. Open 20H and record information provided to customer including recommendation of Survey/No Survey.

! If a risk management plan was requested and provided to the customer, document here.

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Informal Surveys Data Entry (continued)

18. Block 23, Remarks - Leave Blank. **DO NOT** put info under the PSM Comments.

19. Block 24 Recommend – Check “Not Applicable”

20. Upload to the SIS as a completed Survey.

To upload Formal or Informal Surveys -

Instructions are provided in the PASS Computer Based Training on how to upload surveys/reports to the SIS database. For DCMA personnel, check with your local Terminal Area Security Officer or the/Unicenter TNG Software Delivery Option to have the "PASS CBT" loaded to your Personal Computer.

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FOR AN EXERCISE . . .

- Select a local CMO Survey (completed) to use as the baseline for a risk-based Preaward Survey.
- Functional specialists (same background) meet together and discuss “transform” the Preaward Factor to a risk-based survey:
- Use risk based terms.
- Discuss and assign risk.
- Defend decision in writing.
- Strategize a Handling plan
- Use guidance provided.

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End Risk Documentation. . . .

Begin Supplier Information Service/Preaward Survey System (PASS) Computer-Based Training . . . .

MODULE 6